

文藻外語大學教師進修研究補助實施要點

Faculty Study/Research Subsidy Implementation

Regulations of Wenzao Ursuline University of Languages

- 民國 90 年 03 月 14 日校教評會修正通過
Amended and approved by the University Faculty Evaluation Committee on March 14, 2001
- 民國 90 年 03 月 17 日校務會議修正通過
Amended and approved at the University Affairs Committee Meeting on March 17, 2001
- 民國 90 年 10 月 03 日校教評會修正通過
Amended and approved by the University Faculty Evaluation Committee on October 3, 2001
- 民國 90 年 10 月 06 日校務會議修正通過
Amended and approved at the University Affairs Committee Meeting on October 6, 2001
- 民國 95 年 02 月 14 日校教評會修正通過
Amended and approved by the University Faculty Evaluation Committee on February 14, 2006
- 民國 95 年 03 月 25 日校務會議修正通過
Amended and approved at the University Affairs Committee Meeting on March 25, 2006
- 民國 96 年 04 月 17 日校教評會修正通過
Amended and approved by the University Faculty Evaluation Committee on April 17, 2007
- 民國 96 年 06 月 12 日校教評會修正通過
Amended and approved by the University Faculty Evaluation Committee on June 12, 2007
- 民國 96 年 06 月 30 日校務會議修正通過
Amended and approved at the University Affairs Committee Meeting on June 30, 2007
- 民國 96 年 12 月 28 日校教評會修正通過
Amended and approved by the University Faculty Evaluation Committee on December 28, 2007
- 民國 97 年 01 月 19 日校務會議修正通過
Amended and approved at the University Affairs Committee Meeting on January 19, 2008
- 民國 101 年 02 月 14 日校教評會議修正通過
Amended and approved at the University Faculty Evaluation Committee Meeting on February 14, 2012
- 民國 101 年 03 月 17 日校務會議修正通過
Amended and approved at the University Affairs Committee Meeting on March 17, 2012
- 民國 102 年 09 月 06 日校務會議修正通過
Amended and approved at the University Affairs Committee Meeting on September 6, 2013
- 民國 102 年 11 月 26 日校教評會議修正通過
Amended and approved at the University Faculty Evaluation Committee Meeting on November 26, 2013
- 民國 103 年 02 月 12 日校教評會議修正通過
Amended and approved at the University Faculty Evaluation Committee Meeting on February 12, 2014
- 民國 103 年 06 月 07 日校務會議修正通過
Amended and approved at the University Affairs Committee Meeting on June 7, 2014
- 民國 104 年 06 月 17 日校務會議修正通過
Amended and approved at the University Affairs Committee Meeting on June 17, 2015
- 民國 106 年 04 月 18 日校教評會修正通過
Amended and approved by the University Faculty Evaluation Committee on April 18, 2017
- 民國 106 年 06 月 14 日校務會議修正通過
Amended and approved at the University Affairs Committee Meeting on June 14, 2017

一、本校為提升師資素質，增強師資陣容，鼓勵教師進修研究，特訂定本要點。

1. To encourage its faculty to pursue higher education and research for competence improvement, Wenzao Ursuline University of Languages (hereinafter referred to as “the University”) has enacted the Faculty Study/Research Subsidy Implementation Regulations (hereinafter referred to as “the Regulations”).

二、本要點所稱教師，係指本校編制內之各級專任教師。

2. Faculty stated in the Regulations refers to full-time teachers at all levels within the University.

三、本要點所稱進修研究，係指教師在國內、外學校或機構，修讀與教學科目有關之學分、學位或從事與教學科目有關之研習、專題研究等活動。

3. Study/research stated in the Regulations refers to studying in a domestic/foreign school or institution to obtain credits or a degree of a teaching subject or conducting a study or research project of a teaching subject.

四、教師申請進修研究之基本條件及限制如下：

4. Faculty study/research application requirements and conditions:

(一) 服務成績優良，且進修研究之內容有助於其教學單位實際需要或本校未來學術發展之需要者；但最近一次教師評鑑未通過者，不得提出申請。

(1) A high-performing teacher may apply for study/research which meets practical needs of his/her academic unit or academic development needs of the University. Any teacher who did not pass the last teacher evaluation is not eligible for application.

(二) 教師進修未取得學位，或返校服務後未能提升教學、研究績效者（教學及研究績效提升與否之評量另依本校相關辦法之規定），不得再次申請進修研究。

(2) If a teacher fails to obtain a degree or improve teaching or research performance after returning to work (the evaluation for determining teaching and research performance improvement is specified individually), no new application for study/research can be made.

前項第一款所稱服務成績優良，指教師參與學校學術、服務工作，負責盡職，績效優良。兼職服務工作教師，累計服務積點達三十點以上者，得由校長推薦前往國內外機構進修或考察，或自行訂定具體研究計畫，申請留職留薪進修研究半年（以學期為單位），積滿六十點者，得申請留職留薪進修研究一年。前述服務積點計算方式依服務工作積點表之基準計算。

A high-performing teacher refers to a teacher fulfilling his/her duty of work, including academic activities and other services with outstanding performance. A teacher who provides other services and obtains 30 service points may be recommended by the President to study in, or visit, a domestic or foreign institution or write a specific research proposal to apply for retaining his/her position with pay for a 6-month study/research (per semester). A teacher with 60 service points may apply for retaining his/her position with pay for a 1-year study/research. Service points aforementioned are accumulated based on the Service Point Chart.

五、教師進修研究應符合本校近、中、長程發展特殊需要，其申請類別與資格規定如下：

5. Faculty study/research shall meet a short, medium or long-term development need of the University. Application categories and eligibility requirements are specified as follows:

(一) 留職留薪：

1. 經學校遴選或指派教師參加國內外公私立機關學校或學術研究機構講習、訓練或進修研究者。
2. 兼職服務工作績效優良，符合第四點第二項規定者。
3. 經國內外公私立機關學校、學術研究機構錄取進修博士學位或獲教育部、科技部或其他基金會等機構補助研究者。本項資格須為在本校連續服務五年以上，之前未曾由本校補助留職留薪進修且能提出具體進修計畫者。

(1) Position retained with pay:

1. A teacher who is selected or assigned by the University to study, receive training or conduct research in a domestic/foreign public/private school or academic institution
2. A teacher who demonstrates remarkable performance in services and meets the condition of 4-2
3. A teacher who is admitted to a domestic/foreign public/private school or academic institution for a PhD degree, or receives a research subsidy from the Ministry of Education, the Ministry of Science and Technology or any other foundation. Said teacher has not been subsidized by the University for retaining his/her position with pay for study/research, and is required to serve the University for 5 or more consecutive years and provide a specific study/research proposal.

(二) 留職停薪：

1. 經國內外公私立機關學校、學術研究機構錄取或同意進修博士學位者。本項資格須為在本校服務滿三年以上之專任教師。
2. 獲科技部補助赴國外短期研究者。

(2) Position retained without pay:

1. A teacher who is admitted to a domestic/foreign public/private school or academic institution or approved by the University to pursue a PhD degree. Said teacher must be a full-time teacher serving the University for 3 or more years.
2. A teacher who is subsidized by the Ministry of Science and Technology to conduct foreign research on a short-term basis

(三) 帶職帶薪：

經國內外公私立機關學校或學術研究機構錄取或同意進修博士學位或獲科技部補助赴國外短期研究者（三個月以內，且以寒、暑假期間為限），且進修期間同時履行其基本之教學義務者。

前項留職留薪及留職停薪，均指在進修期間離校，毋須履行教學義務，留職留薪期間採計其服務年資，留職停薪期間之年資則不予採計。

(3) In-service study/research:

A teacher who is admitted to a domestic/foreign public/private school or academic institution or approved by the University to pursue a PhD degree; or receives a subsidy from the Ministry of Science and Technology to conduct foreign research on a short-term basis (a maximum of 3 months; can only be done during summer or winter vacation). Basic teaching obligation must be fulfilled during study/research.

Retaining the position with or without pay refers to leaving the University for study/research without fulfilling the teaching obligations. If the position is retained with pay, seniority will accumulate during the study/research period. Seniority will not accumulate during the study/research period for retaining the position without pay.

六、教師進修研究期限規定如下：

6. Faculty study/research duration requirements:

(一) 因第五點第一款第一、二、三目因素出國進修者，從其規定，因服務績效優良而進修博士學位者得多加一年。

(1) 1 additional year may be given to a high-performing teacher who meets one of the conditions under 5-1 to study abroad to pursue a PhD degree.

(二) 助理教授以上教師申請進修研究以學期為計算基準。留職留薪最長以八個月為限（一學期及寒暑假），不得申請延長；留職停薪原則上為一學期，於期限屆滿一個月前，如確有必要延長，得檢具證明文件，陳請校長核准後，得延長為一年，但以一次為限。

(2) The length of study/research period is determined on a semester basis for a teacher at the rank of assistant professor or above. If the position is retained with pay, a maximum of 8 months is offered (one semester and winter/summer vacation) and no extension is allowed. For retaining the position without pay, a period of 1 semester is given. If extension is necessary, supporting documents shall be submitted to the President for approval 1 month prior to the deadline. The 1-year extension can only be granted once.

(三) 國外攻讀博士學位者以四年為限，留職留薪最多一年，後續之延長須以留職停薪方式為之。帶職帶薪攻讀博士學位者以七年為限，以上進修均需逐年提出申請。

(3) A teacher can study abroad for a PhD degree up to 4 years including 1-year term of retaining the position with pay. Extension can only be granted under the term of retaining the position without pay. A maximum of 7 years is offered to a teacher who pursues an in-service PhD degree. An application for continuing education aforementioned shall be made every year.

(四) 教師申請延長時間應填具延長進修研究申請表，除應列舉不能如期完成之事由外，須檢送成績單及指導教授證明函。

(4) A teacher shall complete the Study/Research Extension Application Form containing the reason behind the extension request, and submit the transcript and the advisor's supporting letter.

七、教師進修研究名額上限（以各教學單位為計算單位）規定如下：

7. Number of faculty members for study/research (for each academic unit):

(一) 留職留薪、留職停薪、育嬰及服役教師之總人數，以各系（所）、中心專任教師總人數百分之十為限，人數較少之系（所）、中心，依比例計算不足一人時，以一人計，但每學年度全校總額仍應受百分之十之限制。留職

留薪人數視教育部整體發展獎勵補助經費情形，每年全校以核准二至四名為原則（經行政院各部會或其他機關（構）遴選補助進修者，不受此限。）。

(1) The number of faculty members taking leave under the term of retaining position with or without pay, maternity leave and military leave may only account for 10% of the total number of full-time faculty members of a department/graduate institute/center. The number will be determined on a pro rata basis if a department/graduate institute/center has fewer teachers. If the calculated number is less than 1, 1 teacher may apply for study/research. The number of faculty members applying for study/research of the University shall only account for 10% of the total number of faculty members every academic year. The number of faculty members taking leave under the term of retaining position with pay is subject to the overall development subsidy granted by the Ministry of Education. In general, the University approves 2 – 4 teachers for study/research per year (excluding teachers subsidized by a division of the Executive Yuan or any other authority/institution).

(二) 帶職帶薪進修名額原則上不予限制，但以不影響該教學單位之排課為原則。

(2) The number of faculty members for in-service study/research is not limited, but it shall not affect class scheduling of each academic unit.

(三) 申請進修研究人員超過名額時，得依服務協助與貢獻（如：兼任一、二級行政主管；協助準備評鑑工作；承辦學校各種學術研討（習）會；優良導師；指導學生或個人參加校外各種專業性競賽獲獎；學校重要會議成員，未曾缺席達三分之一；校內研討會與各教學單位相關會議，未曾無故缺席達三分之一等）、服務年資、教學研究成果（如：教學績優教師；製作、出版與教學相關之教具、書籍；設計、推廣網路課程；執行科技部或其他政府單位之研究案、產學案成效良好；期刊或研討會論文發表等）及各教學單位需求（所進修專業對學校之重要性；師資較難獲得需自行培植等），由校教師評審委員會排序決定。

(3) When applicants outnumber available slots, the University Faculty Evaluation Committee prioritizes applicants based on support and contribution (e.g. holding the position of level 1 or level 2 executive, supporting evaluation tasks, organizing internal academic conferences/workshops, winning the Teacher of the Year, coaching students to participate in external professional competitions and receive awards, winning external professional competitions, never missing one third of university-level meetings or never missing one third of conferences and meetings of the academic unit without reasons), seniority, outcomes of teaching and research (e.g. outstanding teaching performance, creating teaching materials, publishing textbooks, developing and promoting online courses, achieving good results of conducting a research or industry-academia project of the Ministry of Science and Technology or any other authority or presenting journal articles or conference papers) and needs of respective academic units (the importance of the subject to be studied to the University, cultivating teachers is necessary due to lack of faculty in a specific field).

(四) 申請進修研究之教師，其原任課程須有適當教師代理，不得因此增加專任

員額。

(4) Substitute teachers will teach courses originally offered by an applicant. No new full-time teacher may be hired for fulfilling the role of the applicant.

八、教師進修研究之申請程序：

8. Faculty study/research application procedure:

(一) 申請進修研究者備妥：1.申請書；2.國內外大學或研究所之入學許可或研究同意書；3.研究計畫書及相關證明文件，經系（所）、中心、院教師評審委員會通過後，送人事室提請校教師評審委員會審議。

(1) Required application documents: 1. Application Form; 2. Admission certificate or research agreement issued by the domestic/foreign university or institution; 3. Research proposal and supporting documents. An application shall be approved by the Department/Graduate Institute/Center/College Faculty Evaluation Committee and then submitted to the Personnel Office to request a review from the University Faculty Evaluation Committee.

(二) 各項申請案件經校教師評審委員會通過，校長核准後，應至人事室簽訂進修研究契約，保證進修研究完畢後履行服務義務。

(2) After an application is approved by University Faculty Evaluation Committee and the president, the applicant shall sign a study/research contract with Personnel Office to ensure fulfillment of post-study/research obligation.

(三) 進修研究計畫如有更改，須重新提出申請，但視為同一次進修研究。

(3) A new application shall be made for any changes in the study/research proposal. Such application is deemed to be made for the same study/research.

九、教師進修研究之補助費用，依下列規定辦理：

申請留職留薪全時進修研究教師，進修研究期間，得視經費預算給予全額本俸及學術研究費五成之補助；由校方主動遴派出國及因服務績效優良獲准進修研究者，得視經費預算給予本俸及學術研究費全額之補助。以上人員並不得支領職務加給、獎金及其他津貼。

9. Subsidy for faculty study/research is specified as follows:

If a teacher applies for study/research under the term of retaining the position with pay, a subsidy covering the basic salary and 50% of academic research allowance **may** be granted based on the budget available. A teacher actively selected by the University for a foreign project or approved for study/research based on outstanding performance may receive a subsidy covering the basic salary and the full cost of an academic research based on the budget available. Any applicant subsidized according to the rules aforementioned may not receive position compensation, bonus and other allowances.

十、依本要點核定進修研究之教師，其進修研究後之服務義務及未履行服務義務時之賠償規定另定之。

10. Rules regarding service obligation of faculty approved for study/research according

to the Regulations and compensation for failing to fulfill post-study/research obligation are specified individually.

十一、 本項補助教師進修研究所需費用，除由教育部整體發展獎勵補助經費項下補助外，學校得視財務狀況編列預算支應之。

11. In addition to the overall development subsidy granted by the Ministry of Education, the expense for study/research approved under the Regulations is covered by the budget of the University depending on financial circumstances.

十二、 本要點經校教師評審委員會及校務會議通過、校長公告後實施，修正時亦同。

12. The Regulations become effective after being approved by the University Faculty Evaluation Committee and at the University Affairs Meeting, as well as ratified by the President. Amendments must follow the same procedure.

(英文版僅供參考，若有歧義，以中文版為準。)

(The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese language version shall prevail.)